



BROADCASTING BOARD OF GOVERNORS

Agency: Broadcasting Board of Governors

Job Announcement Number:

M/P-06-206

Overview

INFORMATION TECHNOLOGY SPECIALIST (NETWORK)

SALARY RANGE: \$65,236 to \$84,804 USD per year

OPEN PERIOD: December 28, 2006
thru **January 31, 2007**

SERIES & GRADE: GS-2210-12

POSITION INFORMATION: Full Time
Career Conditional

Vacancies: ONE

DUTY LOCATIONS: 1 vacancy –
Office of Cuba Broadcasting
Technical Operations Directorate
Computer Services
Miami, Florida

WHO MAY BE CONSIDERED: All Qualified Applicants

This announcement combines a merit promotion and a competitive announcement in one advertisement. Applications will be accepted from status and non-status candidates. Status candidates, will be considered under merit promotion procedures. Non-status candidates will be considered under competitive procedures. Status candidates must submit two applications in order to be considered under both merit promotion and competitive procedures.

JOB SUMMARY: This position is located in the Office of Cuba Broadcasting, Technical Operations Directorate, Computer Services Branch. Incumbent is charged with providing support to a network of computers and interface with broadcasting equipment.

INTRODUCTION TO THE AGENCY:

The Broadcasting Board of Governors consists of the Voice of America and Radio (VOA) and Radio and TV Marti along with various support elements. The VOA and other services broadcast news and information to millions of people throughout the world in more than 44 languages, via radio, television and the Internet. Our diverse, multicultural and dedicated professional staff correspondent bureaus, transmission stations and marketing offices around the world in addition to our main studios in Washington, D.C. and Miami, Florida.

NOTE: Budgetary conditions and/or a Reduction in Force may delay or otherwise affect filling the vacancy. However, interested candidates should apply now.

KEY REQUIREMENTS:

- Relocation Expenses **WILL NOT** be paid.

- Status Candidates must meet time-in-grade requirements by the closing date of this announcement.
- Applicants **MUST** be U.S. citizens.
- Willingness to work rotating shifts, evenings, weekends and holidays, and travel overnight is required.
- Must be able to lift and move items weighing 50 pounds.

MAJOR DUTIES:

Incumbent serves as an Information Technology, Specialist performing a variety of duties including customer support, system maintenance, installation and testing, diagnosing and solving hardware/software problems, etc.

QUALIFICATIONS REQUIRED:

Applicants must meet the following basic requirements:

1 year of experience equivalent to the next lower grade level.

SPECIALIZED EXPERIENCE: Experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what systems interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project.

HOW YOU WILL BE EVALUATED: If you meet the basic qualification requirements for the position, you will be further evaluated based on your possession of the Knowledge, Skill, and Ability factors listed on the Vacancy Announcement. Submission of KSA statements is ***highly encouraged*** to ensure that your relevant education and experience background is clearly presented. If you do not submit KSA statements, your possession of these factors will be assessed on the basis of what you do submit. Failure to submit KSA statements may place you at a competitive disadvantage compared to applicants who do submit such statements.

DIRECTIONS FOR COMPLETING KSA STATEMENTS: Consider what in your education and experience background best reflects your possession of each knowledge, skill, and ability (KSA). For each KSA, provide a clear, concise statement demonstrating your possession of the KSA as it relates to the position for which you are applying. Your statements should illustrate the degree to which your background has equipped you with each KSA, reflecting the scope and depth of your knowledge, skill, or ability and your level of responsibility. You may refer to paid or volunteer work, education or training, or any other applicable experience.

SCREEN OUT FACTOR: Please address these factors in your application.

- **Microsoft MCSE Certification or equivalent experience**
- **Experience with HTML/ASP Programming and Information Security concepts.**

KNOWLEDGE, SKILLS, AND ABILITY FACTORS: Relative numerical values equate to a total of 30 points.

1. Ability to perform network administration AND apply information security concepts on multiple network systems. (Maximum 8 points)
2. Ability to analyze, evaluate, troubleshoot, and fix network/workstation problems. This includes knowledge of the capabilities and applications of network equipment, software and bandwidth management. (Maximum 6 points)
3. Knowledge of HTML/ASP Programming. Provide detailed account language (s) proficiency and overall programming experience. (Maximum 6 points)
4. Ability to perform network performance monitoring. (Maximum 5 points)
5. Experience with the technical and conceptual environment of Web site management. (Maximum 5 points)

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oqa/leave/index.asp>

VETERANS PREFERENCE: Five points may be added to the eligible ratings of veterans who: Entered the military service prior to October 14, 1976; served on active duty during the Gulf War between August 2, 1990 and January 2, 1992, regardless of where the person served; or, served in a military action for which they received a campaign badge or expeditionary medal. Medal holders and Gulf War veterans must have served continuously for at least 24 months or the full period for which called or ordered to active duty. Ten points may be granted to the eligible ratings of disabled veterans; Purple Heart recipients; spouses or mothers of a 100 percent disabled veteran; or the widows, widowers, or mothers of a deceased veteran.

OTHER INFORMATION:

1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

2. If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit a copy of your latest SF-50 "Notification of Personnel Action" and/or a copy of the SF-50 that reflects career or career-

conditional tenure, or you will not be considered under the merit promotion process. Also, you should submit your most recent performance appraisal.

3. If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. **If you are claiming 10-point veterans' preference,** you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

4. If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

5. You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

6. All qualification requirements must be met by the closing date of this announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at <http://www.opm.gov/qualifications> .

7. REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

8. Candidates who wish to be considered under both the merit promotion process and the competitive process (DEU) need to submit two complete application packages.

9. Status candidates MUST clearly indicate on their application package whether they want to be considered under the provisions of the Merit Promotion Program or the Delegated Examining Unit. **If you DO NOT indicate a preference, your application will only be considered under the Merit Promotion Program.** You may wish to be considered under both procedures in which case you **MUST** submit **TWO** complete application packages.

HOW TO APPLY:

DO NOT ATTACH ANY ADDITIONAL FORMS WHICH ARE NOT REQUESTED IN THIS ANNOUNCEMENT.

To submit the documents requested, follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted by fax, mail or by hand-deliver. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Instructions on submitting resume and supporting documents in hard copy via fax or by mail:

If you fax your documentation you must use a cover page. The information contained on the cover page should match the information you provided to the occupational questionnaire. The Vacancy ID number **M/P-06-206** your Name, and SSN should be written accurately and neatly. If the information is inaccurate or incomplete it will delay the processing of your application or you may not receive consideration for this position.

You can mail or hand deliver your application materials to the address below:

International Broadcasting Bureau
ATTN Office of Personnel
4201 NW 77th Avenue
Miami, Florida 33166
Attention: **Maria Alonso**
M/P-06-206

REQUIRED DOCUMENTS: Failure to submit all required documents will result in your application not being considered.

- **Resume**
- **Veterans Preference documentation**
- **Notification of Personnel Action (SF-50)**

AGENCY CONTACT INFO:

Maria Alonso
Phone: (305) 437-7033
Fax: (305) 437-7030
Internet: malonso@ocb.ibb.gov

Or write to:
International Broadcasting Bureau
Office of Personnel,
ATTN: Maria Alonso
4201 NW 77th Avenue
Miami, Florida 33166

WHAT TO EXPECT:

After a review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted.